

Your Rights

Under the Data Protection Act 2018, organisations who collect your information:

- should be open about why they are collecting it
- should only use it in a reasonable way that you would expect; and
- shouldn't use it in a way that is unfair to you.

You also have rights over your information including the right to:

- obtain a copy of the data held about you
- have factually incorrect information about you corrected
- have your information kept secure.

Obtaining Copies of Information

If you would like to know what information the Trust holds about you or obtain a copy of the information held, you should write to the Human Resources Department.

There is no legal right to information held in an unstructured format, e.g., copies of emails and some manual records. The Trust may refuse requests of this nature however it will endeavour to provide you with information wherever possible. Requests of this nature can take longer to respond to.

The Freedom of Information Act 2000 (FOI)

As a public body the Trust is subject to the Freedom of Information Act 2000. This gives members of the public the right to request information held by the Trust. The Trust must then confirm or deny whether it holds the information and where the information is held provide a copy.

Information about you in your professional role will be released under the Freedom of Information Act 2000. This may include your name, job title, hours of work, pay band, your Trust contact details (email address or telephone extension number) and/or documents such as meeting minutes in which you may be detailed.

Should you have any questions about the information released under the FOI Act, please contact the Information Governance Department on 01276 52 2429 or fhft.information.governance@nhs.net

Foundation Trust Membership

As a Foundation Trust we wish to include members of staff in the governance arrangements of the Trust, so all new staff are automatically added into Foundation Trust membership.

A third party company manages the Trust's Foundation Membership database. This third party company is bound by strict confidentiality agreements.

Further Information

If you wish to obtain further information, please do not hesitate to contact the Human Resources Department by email: fhft.human.resources@nhs.net



Frimley Health
NHS Foundation Trust

Your Information

A Guide for Staff

Why do we collect it?

How do we use it?

Your Information

Frimley Health NHS Foundation Trust (the Trust) as an employer collects and holds information about you including your name, address, date of birth, contact details, National Insurance number, religious or other beliefs of a similar nature, physical/mental health condition, offences (including alleged offences), sexual life (if provided as part of the declaration for equal opportunities).

The information you provide is kept completely confidential and, whilst you do not have to provide this information, it is used to enable the Trust to better understand the profile of the workforce and to ensure its needs are adequately addressed.

This information is collected as the Trust has a legal obligation under the Equality Act 2010.

Why does the Trust collect Information about me?

Information is collected and held by the Trust to enable the trust to pay you and to fulfill its various legal duties as an employer and as part of the NHS.

Keeping Your Information up to date

Staff are required to ensure the Trust is kept informed of any changes to their personal details, e.g., name change, home address, emergency contact details, etc.

To ensure the Trust has up to date information, reminders will be placed for staff to ensure their information held by the Trust is accurate and up to date.

Storage of Your Information

Information collected about you is entered into the Trust's Electronic Staff Record (ESR). The system is used by the:

- Human resources department to enter details about you and your employment at the Trust, e.g., start date, professional registrations, next of kin details, and qualifications, which are downloaded from the NHS jobs application form;
- Payroll department to pay your salary, NHS pension contributions, tax and National Insurance contributions;
- Training department to record details of your training and appraisals;
- Library Department for staff who have registered their details to share information on the KnowledgeShare system, which is a targeted current awareness service providing high-level evidence in relevant fields.

Both the Human Resources Department and your line manager may keep a paper staff file. This file will contain information relating to the day-to-day management of your employment, e.g., timesheets, annual leave requests, training requests, etc.

Retention of Your Information

The Trust will keep a copy of your personnel record for six years after you have left the Trust as specified by the Department of Health Records Management Guidance.

Your work computer files and folders will be deleted after you have left the Trust. A summary of your employment will be kept until your 75th birthday or six years after you have left the Trust, whichever is sooner.

Sharing information

An external company is appointed by the Department of Health to undertake the NHS Annual Staff Survey. The Trust is required to provide the name and job title of every member of staff to this company. The company is bound by strict confidentiality agreements.

To address fraud in the NHS, the Trust may be asked to provide a copy of staff information to the NHS Counterfraud Team. This information is used to match data against other public authority databases, e.g., claim database, right to work database to identify cases of fraud. When the Trust is asked to share staff information in this way a notice will be placed in your electronic payslip.

Requests for Your Information

There could be instances where the Trust is asked to share information about you with another organization, e.g., mortgage company, employment references, solicitors, police, property rental companies. Where this is the case information will only be shared with your consent unless required by the law.

Protecting your Information

Everyone working in the Trust has a legal duty to keep your information secure and confidential at all times which means only staff that have a legitimate need will be able to access your information. The Trust will only collect minimum information required to manage your employment.

Originator: Information Governance
Version 1.4
Reviewed April 2018
CSP056141